



DEPARTMENT OF PUBLIC WORKS • BUILDING DIVISION

101 Pauahi Street, Suite 7, Hilo, Hawai'i 96720

(808) 961-8331, Fax (808) 961-8410

74-5044 Ane Keohokālole Highway, Building E, Kailua-Kona, Hawai'i 96740

(808) 323-4720, Fax (808) 327-3509

Sign Code Variance Application

(1) Sign Owner/Applicant

Name

Mailing Address

Phone Number (Business)

Phone Number (Cell)

(2) Property Owner

Name – if different from sign owner/applicant

Mailing Address

Phone Number (Business)

Phone Number (Residence)

(3) Location of Sign

Address: _____

Tax Map Key: (3) ____ - ____ - ____ : ____ - ____

(4) Zoning: _____

(5) Hawai'i County Code section(s) from which a variance is being requested:

(6) Attachments required to be filed with this application:

- (a) A complete copy of any sign permit application or rejection of the sign permit, if any;
- (b) An explanation of alternative measures, if any, that the applicant is proposing to take in lieu of compliance with the applicable code section;
- (c) A photo or drawing of the relevant sign(s);

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Effective Date: June 1, 2020

- (d) A map showing the location of the sign(s) and showing all streets adjacent to the building or lot where the sign is located;
- (e) A list of the names, addresses, and tax map keys of all property owners located within 300 feet of the perimeter boundary of the affected property and,
- (f) A copy of the notice that will be sent to surrounding property owners pursuant to HCC Section 3-22(c)(9).

(7) **Filing Fees:** This application must be accompanied by the fee of \$100 for each sign or an amount equal to 10% of the total value of the sign(s), excluding installation costs, whichever is greater, payable to the County Director of Finance.

(8) Applicant must provide written explanations for the following (please attach sheets):

- (a) Granting the variance is necessitated by the peculiar physical conditions not ordinarily found in most districts, because of the peculiarity of a business, or as a result of a special event or circumstance;
- (b) Granting the variance will not adversely affect the rights of adjacent property owners or tenants;
- (c) Granting the variance will not unreasonably violate the interest, safety, convenience, or general welfare of the public;
- (d) A strict application of the terms of this chapter would work unnecessary hardship and practical difficulty upon the applicant or community;
- (e) Granting the variance will not constitute a grant of personal or special privilege inconsistent with the limitations upon other properties under identical ordinances, statutes or rules.

I hereby certify that all work requested will conform to appropriate sections of the Hawai'i County Code.

Signature of Applicant	Date	Print Name
Signature of Owner	Date	Print Name

DEPARTMENT OF PUBLIC WORKS – OFFICIAL USE ONLY

Application Reviewed By: _____ **Date:** _____

Review by Special Design Commission (KVDC/PVDRC) Required? Yes _____ No _____

If yes,

- ☐ Kailua Village Design Commission (KVDC)
- ☐ Pahoa Village Design Review Committee (PVDRC)

Date application sent to Planning Director: _____

Date application returned from KVDC or PVDRC _____

Director _____ **Date** _____

Variance Approved ☐

Variance Disapproved ☐

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